



Managerial Selection Process

EXECUTIVE SELECTION SERVICES

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants.

THIS IS A CALTRANS OPEN EXAMINATION.

CLASSIFICATION:	ACCOUNTING ADMINISTRATOR III
POSITION TITLE:	CHIEF, OFFICE OF TRAVEL AND SPECIAL SERVICES
DIVISION:	ACCOUNTING
LOCATION:	HEADQUARTERS – SACRAMENTO
SALARY:	\$7,897 - \$8,966
FINAL FILING DATE:	April 4, 2019

RESPONSIBILITIES

Under the general direction of the Chief, Division of Accounting, the incumbent provides management direction to the travel, right of way, utility and office revolving fund accounting functions. This is a comprehensive statewide program, which involves the application of complex travel policies, analysis of complex multiple funding/budgetary controls to ensure the propriety of a large volume of payments, and exercising control and accountability for Department funds maintained in the office revolving fund. In administering this major program, the incumbent will plan, organize, and direct a large staff of predominantly professional staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications by the final file date to participate in this examination.

Either I

One year of experience in the California state service performing the duties of an Accounting Administrator II.

Or II

Two years of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor) at least one year of which shall have been in a supervisory assignment.

Or III

Experience: Broad and extensive experience (more than five years) of increasingly responsible professional accounting or auditing experience. For at least two years, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator II.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **and**

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting** or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.) Successful completion of the State Fund Accounting Course administered by the Department of Finance, shall receive credit for three semester hours toward the required accounting courses.**

STATEMENT OF QUALIFICATIONS

A Statement of Qualifications (SOQ) is required and must be submitted along with your State application. The SOQ is a discussion of how an applicant's education and experience meet the evaluation criteria below and qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. You must include specific examples addressing each of the evaluation criteria listed below. The SOQ **must not** exceed two (2) pages in length. Resumes, letters, and other materials will not be considered as your response to the SOQ. The SOQ will be utilized as screening criteria for the hiring interview only and will not be used for the purposes of examination.

1. Demonstrated experience leading the implementation of improved and efficient business practices.
2. Demonstrated experience advising management and representing Caltrans to external parties.
3. Demonstrated experience managing high risk complex accounting functions.
4. Demonstrated ability to lead subordinate staff in providing excellent customer service to internal and external customers.
5. Demonstrated knowledge of management of travel, accounts payable, and office revolving fund management following the State's accounting processes.

SOQ Instructions:

- Must not exceed two (2) pages in length
- Must be written in no less than 12 point font
- Each evaluation criteria must be addressed separately and in order

EXAMINATION INFORMATION

This process provides for examination and job-selection specific to each position and consistent with the knowledge, skills, and abilities of the classification. All applicants must meet the minimum requirement for this examination by the final filing date.

This examination will utilize an evaluation of each candidate's experience and education (E&E) compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her State application (STD. 678). List all experience relevant to the "Minimum Qualifications" shown on this announcement.

In order to obtain a position on the eligibility list, a minimum score of 70% must be attained. This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments. Candidates will be notified in writing of their examination results.

****If using your college education to meet the minimum qualifications, college transcripts must be submitted with your application and SOQ. Unofficial transcripts will be accepted for entrance into the examination, however, official transcripts will be required prior to appointment.**

Click on the link below to review the California State Personnel Board class specification which contains the requirements for admittance to the examination:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/4552.aspx>

FILING INSTRUCTIONS

1. Complete a signed State application (STD. 678) and identify **MSP Number: 19MSP07**
2. Complete the Statement of Qualifications (SOQ)
3. ****If using your college education to meet the minimum qualifications, college transcripts must be submitted with your application and SOQ. Unofficial transcripts will be accepted for entrance into the examination, however, official transcripts will be required prior to appointment.**
4. Submit the State application and SOQ (and college transcripts, if applicable) to:

**Department of Transportation
ATTN: Ashley Courtney (19MSP07)
1727 30th Street, MS-86
Sacramento, CA 95816**

The State application must be received or postmarked by the final file date of **April 4, 2019**. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Interagency mail received after this date will NOT be accepted.

Questions regarding this examination process should be directed to Ashley Courtney at (916) 227-1828.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Executive Selection Services, 1727 30th Street, MS-86, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.